

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LEWIS COUNTY, WASHINGTON**

IN RE:

REQUEST FOR QUALIFICATIONS FOR)
PROFESSIONAL ENGINEERING, PLANNING,)
CONSULTING, AND PROJECT MANAGEMENT)
SERVICES FOR THE COUNTY AIRPORTS)

RESOLUTION NO. 12 - 230

WHEREAS, Lewis County owns and operates airports located in Packwood and in the south county area near Toledo; and

WHEREAS, there is a need, from time to time for professional engineering, planning, consulting and project management services to assist the county in support of various airport planning, safety and other improvement projects at the two county-owned airports; and

WHEREAS, the current contract for such services with W&H Pacific is due to expire;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lewis County, Washington, that the County shall solicit for the following:

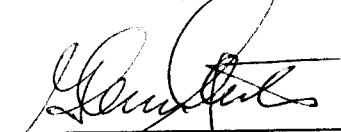
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING, PLANNING, CONSULTING, AND PROJECT MANAGEMENT SERVICES TO ASSIST THE COUNTY IN SUPPORT OF VARIOUS PLANNING, SAFETY AND OTHER IMPROVEMENTS AT THE TWO COUNTY-OWNED AIRPORTS.

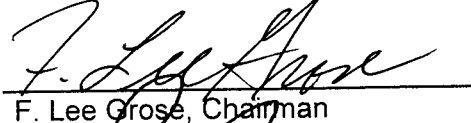
BE IT FURTHER RESOLVED THAT THE Clerk of the Board is hereby directed to request qualifications and publish the same, as required by law, for the above-mentioned item. Statements of Qualifications will be opened on or after 10:00 a.m., July 23, 2012 at the office of the Department of Community Development, 2025 NE Kresky Ave., Chehalis, Washington.

DONE IN OPEN SESSION this 9th day of July, 2012.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

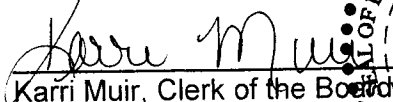
BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON




F. Lee Grose, Chairman

By: Deputy Prosecuting Attorney

ATTEST:


Karri Muir, Clerk of the Board




Ron Averill, Member


P.W. Schulte, Member

Lewis County, Washington
South County Airport/Ed Carlson Memorial Field
REQUEST FOR QUALIFICATIONS INFORMATION PACKET

Date Issued: July 11, 2012

Qualifications Due: July 23, 2012 prior to 9:00 a.m.

Lewis County, owner and operator of the South County Airport/Ed Carlson Memorial Field, located north of Toledo, Washington and the Packwood Airport, located in Packwood, Washington, is seeking a qualified individual or firm to provide planning and consulting services for preparation of an airport master plan, including airport layout plans for the South County Airport.

Background: The South County Airport/Ed Carlson Field is a small, general-purpose airport serving the southwest Lewis County area. Owned and operated by Lewis County, the airport is used for recreational and general aviation purposes. The airport's single runway is approximately 4,400 feet in length. The airport is VFR, with no fixed base operations. Approximately 35 aircraft are based at the airport.

Objective: The County is working to provide improvements at the South Lewis County Airport for safety operations, and as a part of expansion of services at the South County Airport consistent with the adopted Airport Comprehensive Plan and has need of some capital improvements during 2013-2015. Prior to any improvements, the airport master plan and airport layout plan (ALP) must be updated, consistent with FAA requirements. The County will work to negotiate a contract with the selected person or firm for completion of the project(s) included in the scope of work.

Scope of Work:

1. Provide consulting and planning services consistent with FAA requirements and gather necessary technical data for preparation of an airport comprehensive plan and Airport Layout Plan (ALP) for the South County Airport;
2. Prepare an airport comprehensive master plan for the South County Airport, including an Airport Layout Plan, consistent with FAA requirements;

These projects may be considered for funding in part by an Airport Improvement Program (AIP) grant by the Federal Aviation Administration (FAA), and will require compliance with all federal, state and local requirements. Some local match and WSDOT-Aviation Division funding may also apply.

Firms shall be considered for selection based upon the following evaluation criteria:

1. Capability and experience to perform all or most aspects of the project.
2. Recent successful experience in airport planning projects comparable to the proposed project. This item includes demonstrated ability to meet schedules or deadlines, and demonstrated past performance to complete projects without significant cost escalations or over runs.
 - a. Please provide a list of all current airport planning projects, as well as any which have been completed in the last three years. List the project manager you assigned to each project. Identify the starting dates for all projects, and the completion dates (where completed).
 - b. List the airport sponsor's name and the name and telephone number of the sponsor's contact person for each project identified.
3. Evidence that the consultant has established and implemented an Affirmative Action Program (see note in Selection section below).
4. Key personnel's professional background and qualifications, including the project team for this project. Define their roles and extent of participation anticipated for this project. Provide a list of all projects worked on by the proposed project manager in the last three years, including an identification of this person's role/responsibility for each project.
5. Current workload of firm and key personnel. List the anticipated percentage of time the project manager will have available for this project.
6. Demonstrated ability and experience in facilitating and leading a public involvement process/program.
7. Qualifications and experience of subconsultants who will participate in the project. Please identify the portions of the project anticipated to be performed (in part) by subconsultants.
8. Quality of projects previously undertaken. Please provide loaner copies of at least two completed studies of a similar nature involving key personnel anticipated to work on this project (these will be returned to you).
9. Experience and qualifications of your firm in complying with the requirements of the FAA AIP grant program, as well as familiarization with FAA Advisory Circulars, FAA standards, and the FAA planning process.

10. Ability to manage and complete projects that may be a considerable distance from your offices. Please include a description of where your key personnel for this project will be based, as well as the amount of travel anticipated, and other items you consider important to demonstrate this ability.

SELECTION

The selection process shall be in accordance with Chapter 2 of FAA Advisory Circular (AC) 150/5100-14D, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. Additionally, contracts will be subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause).

The selection of the firm to do the work will be done by an airport subcommittee. After the deadline for receipt of qualifications, the subcommittee will review the qualifications and may select one firm to negotiate a contract based upon a mutually-understood, detailed (as opposed to general) scope of work. If deemed necessary by the subcommittee, at least two (but not more than three firms may be invited for interviews. The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above, as well as:

1. Ability to demonstrate an understanding of the project's needs and special challenges, and
the sponsor's special concerns.
2. Degree of interest and responsiveness shown in undertaking the project.
3. Overall quality of the response.
4. Demonstration of past ability to meet your clients' needs.

Lewis County reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the airport subcommittee) behind the selected consultant in the event that Lewis County and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract.

ADDITIONAL INFORMATION

No cost or fee schedules shall be submitted. FAA grant guidelines require cost and fee information to be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

Proposal Format and Requirements:

Letter of interest: Introduce yourself/your firm and demonstrate your understanding of the nature of the proposal.

Personnel: Identify and include brief resumes listing qualifications of key personnel who would be assigned to this work, and describe the anticipated roles of team members in the work. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

Experience: Discuss your related experience based upon 2-4 relevant projects, including client and project information, with your responsibility in the projects, the challenges presented by each project, the strategies you employed to secure funding and necessary approvals, and the final results. Discuss experience with various airport projects, including county-owned facilities. State specifically what qualifies you/your firm to facilitate the work and provide engineering services for the South County Airport project.

Client References: Please provide three references that are familiar with your ability to undertake and complete comparable work. Include contact names, titles and telephone numbers.

Submittal Information and Proposed Schedule:*Preliminary Schedule:*

- RFQ Issued July 9, 2012.
- SOQ proposal submittal deadline July 23, 2012.
- Notify finalists July 27, 2012.
- Final selection August 3, 2012.
- Contract negotiations August 6-10.
- Lewis County executes contract for services August 20, 2012.

Note: Lewis County reserves the right to modify the schedule as circumstances may warrant.

Statement of Qualification (SOQ) Quantities, Due Date, Time, Location:

Submit 1 original unbound copy, 1 electronic copy, and 3 comb-bound copies of the SOQ, which should be a maximum of 25 single-sided 8.5" by 11" pages in 12 point font. SOQs are due in the office of the Department of Community Development no later than 9:00 a.m. on Monday, July 23, 2012. Please mark the SOQ "Airport Planning Services: Attention Donna Olson." Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

Submittal address:

Donna Olson
Lewis County Department of Community Development
2025 NE Kresky Avenue
Chehalis, WA 98532

Any questions regarding the submittal process and/or aspects of the Request of Qualifications may be made via e-mail to Bob Johnson at:
robert.johnso@lewiscountywa.gov .

Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address to the Mr. Johnson.

The Request for Qualifications and supporting documents are available for review at the Department of Community Development, 2025 NE Kresky Ave., Chehalis, WA, 98532 during regular business hours.

Evaluation process:

Review Process:

The Director of Community Development and Airport Systems Manager will rate proposals. The review team will select a finaliss for interviews and those finalists will be notified on July 27, 2012. The review team may interview finalists by phone and select a firm by August 3, 2012.

The County reaffirms its right to make any selection it deems prudent.

The successful individual, firm or consultant/engineering team selected will perform a variety of duties as agreed upon in a final negotiated Scope of Work. The selected individual/firm and Lewis County will finalize the contract terms and conditions. If Lewis County and the selected individual/firm are unable to agree on terms and conditions at this point, Lewis County may exercise its right to negotiate with other individual/firms. The Board of County Commissioners will validate any recommendation or tentative agreement made by the selection committee

Publication: July 11, 2012 Daily Journal of Commerce; and July 11, 2012 East County Journal

SOUTH LEWIS COUNTY AIRPORT
REQUEST FOR QUALIFICATIONS
for
AIRPORT PLANNING SERVICES

Lewis County, Washington, is requesting interested firms to submit their qualifications for planning services to develop an Airport Master Plan Update for the Ed Carlson Memorial/South Lewis County Airport (Also known as the Toledo, WA Airport) . This project is anticipated to be funded in part by the Federal Aviation Administration (FAA) and Lewis County. It is the Lewis County's desire to have selected a consultant and negotiated a contract by that time so that work can begin as soon as the grant funds are available.

QUALIFICATIONS

Qualifications will only be accepted from firms that can demonstrate having had a broad background and extensive experience in the field of airports and airport master planning.

Responses are due in 1 original unbound copy, 1 electronic copy, and 3 comb-bond copies with a maximum of 25 single-sided 8.5" by 11" pages in 12 point font, no later than 9:00 a.m. on Monday, July 23, 2012. Submittals should be marked "**Airport Planning Services**" and be addressed to:

Donna Olson
Lewis County Community Development
2025 NE Kresky Ave.
Chehalis, WA 98532

NOTE: An information packet is posted on the Lewis County web page:

lewiscountywa.gov

Please read the posting for additional information concerning the statement of qualifications.

Submittals will be evaluated by the below-listed criteria. They should be organized and identified in the same order.

1. Capability and experience to perform all or most aspects of the project.
2. Recent successful experience in airport planning projects comparable to the proposed project. This item includes demonstrated ability to meet schedules or deadlines, and

demonstrated past performance to complete projects without significant cost escalations or over runs.

- a. Please provide a list of **all** current airport planning projects, as well as any which have been completed in the last three years. List the project manager you assigned to each project. Identify the starting dates for all projects, and the completion dates (where completed).
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